SOLUTIONS MANUAL

ILLUSTRATED SERIES™

Microsoft® Office
Excel® 2010

Brief

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Solutions to Excel 2010 Unit A EOU Exercises

UNIT A
Getting Started with Excel 2010

Table of Contents

Unit A: Getting Started with Excel 2010

Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Normal view button	7. c	13. c
2. Formula bar	8. a	14. c
3. View tab	9. f	15. b
4. Ruler	10. e	16. b
5. Insert Worksheet button	11. b	17. a
6. Mode indicator/Status bar	12. d	18. b
		19. d
		20. b
		21. b

Skills Review

The filename for steps 2 through 8 in this Skills Review is EX A-Weather Statistics.xlsx. The completed solution file is shown on the following page.

1. *No data file is supplied for this step.*
    a. Students should understand that a worksheet is part of a workbook.
    b. Some common uses for electronic spreadsheets are payroll calculations, a list of a store's inventory, calculation of sales tax due, list of patient data, and a record of sales data.
    c. 'What-if' analysis lets you speculate as to the possible outcomes if specific values, such as tax rates or sales amounts change.
2. Students should refer to the lesson "Touring the Excel 2010 Window" and Figures A-3 and A-4 for help with this step. Make sure they can identify as many elements of the Excel window as possible.
3. The formula used to calculate the difference in altitude between Denver and Phoenix is =D4-F4.

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Solution File: EX A-Weather Statistics

Average Annual Weather Statistics   Your Name

	Albany	Boston	Denver	Orlando	Phoenix	Santa Fe	Total	Average
Altitude	84	20	5286	91	1110	7000		2265.167
High Temp	71	69	64	82	86	70	73.66667	73.66667
Low Temp	-22	44	35.4	62	59	43		36.9
Rain (in.)	2.9	42.9	15.5	47.7	7.3	14	130.3	21.71667
Snow (in.)	13.99	52	63	0	0	32	160.99	26.83167

Alt. Diff. ->   Denver vs. Phoenix   4176

Independent Challenge 1

Filename: EX A-Property Listings.xlsx

Because an independent challenge can be tackled in different ways, it is important to stress that there is not a single correct solution. Look for information similar to what is shown in the figures below, remembering that there is room for variety.

Estimated completion time: 10 minutes

Property Listings   Your Name

Property Address	Price	Bedrooms	Bathrooms
1507 Pinon Lane	475000	4	2.5
32 Zanzibar Way	325000	3	4
60 Pottery Lane	475500	2	2
902 Excelsior Drive	295000	4	3
Total	1570500	13	11.5
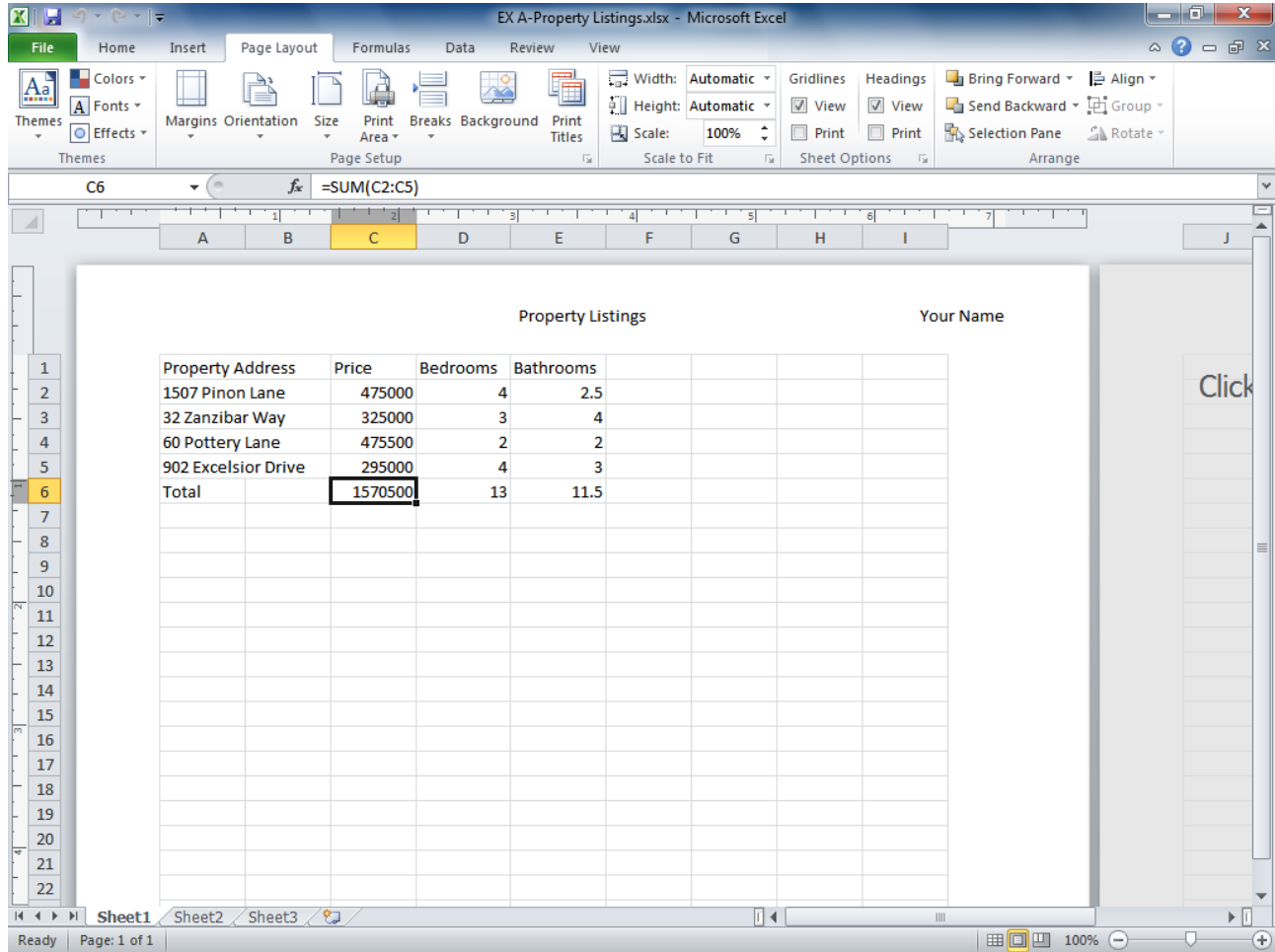
Independent Challenge 2

No data file is supplied with this independent challenge. Because an independent challenge can be tackled in different ways, it is important to stress that there is not a single correct solution. Look for a variety of car manufacturers in student's files.

Estimated completion time: 15 minutes

Solution: EX A-Prestige Import Motors.xlsx.

Your Name			Prestige Import Motors			
Sales for Quarter 1						
Make	January	February	March	Total		
Acura	15650	15000	15500	46150		
Honda	12500	13325	17500	43325		
Integra	15000	19000	19500	53500		
Lexus	17500	26625	21500	65625		
Mercedes	19000	23000	23750	65750		
Nissan	21500	25000	25750	72250		
Toyota	23000	27000	27750	77750		
Total	124150	148950	151250	424350		

Solution: EX A-Prestige Import Motors ACE.xlsx

Your Name		Prestige Import Motors	
Sales for Quarter 1			
Make	January	February	March
Acura	15650	15000	15500
Honda	12500	13325	17500
Integra	15000	19000	19500
Lexus	17500	26625	21500
Mercedes	19000	23000	23750
Nissan	21500	25000	25750
Toyota	23000	27000	27750
Total	=SUM(B4:B10)	=SUM(C4:C10)	=SUM(D4:D10)
15% increase	=B11*1.15	=C11*1.15	=D11*1.15

Independent Challenge 3

Students will open a blank file and create a formula that converts Fahrenheit temperatures to Celsius

Estimated completion time: 10 minutes

Filename: EX A-Temperature Conversions.xlsx

Season	Fahrenheit	Celsius
Spring	60	15.55556
Winter	70	21.11111
Summer	75	23.88889
Fall	68	20

Temperature Conversions   Your Name

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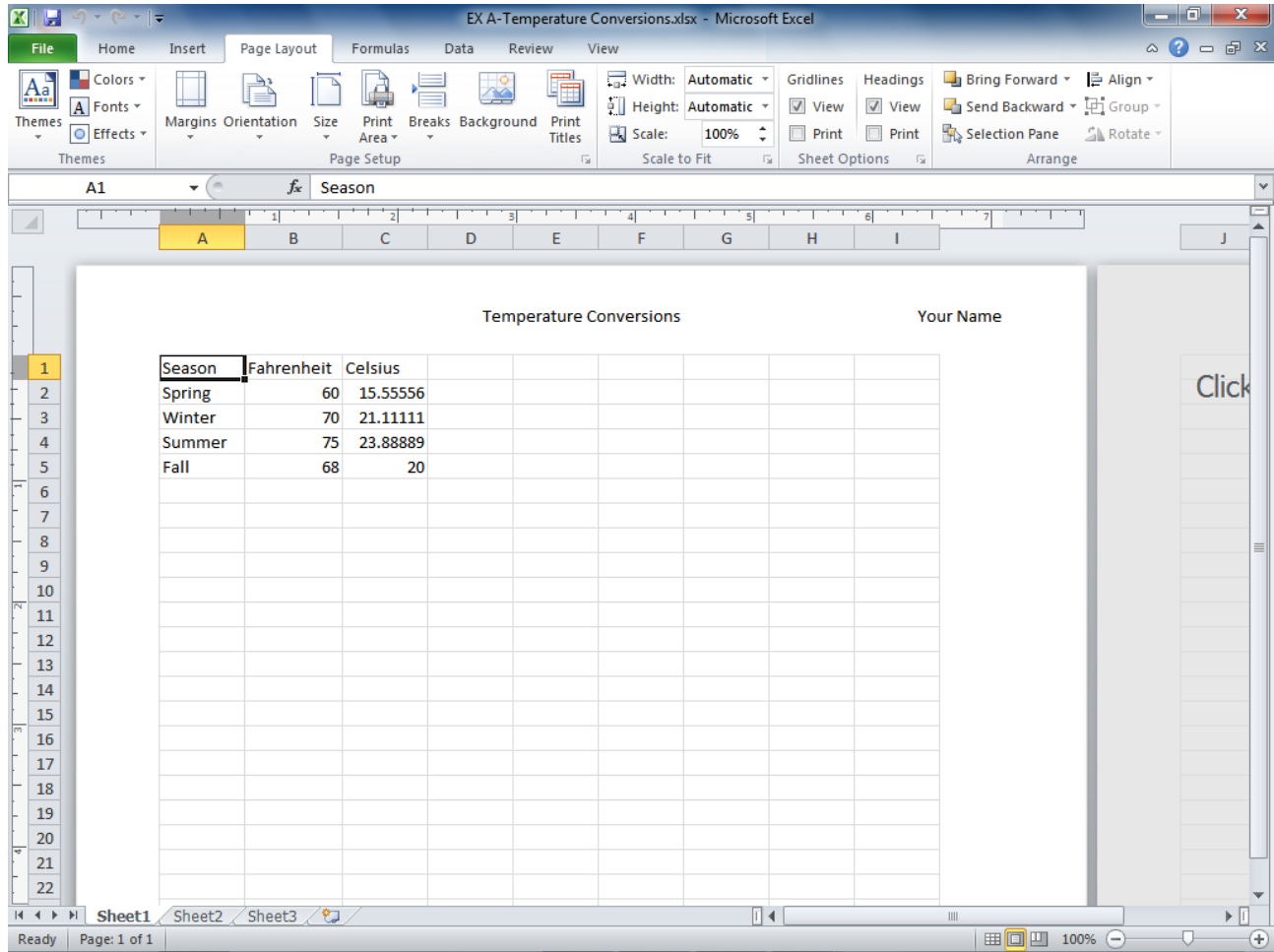
Real Life Independent Challenge

Students will open a file, use Help to find out how to create a series of numbers, then delete cell contents, create a series of numbers.

Estimated completion time: 10 minutes

Filename: EX A-Personal Checkbook.xlsx
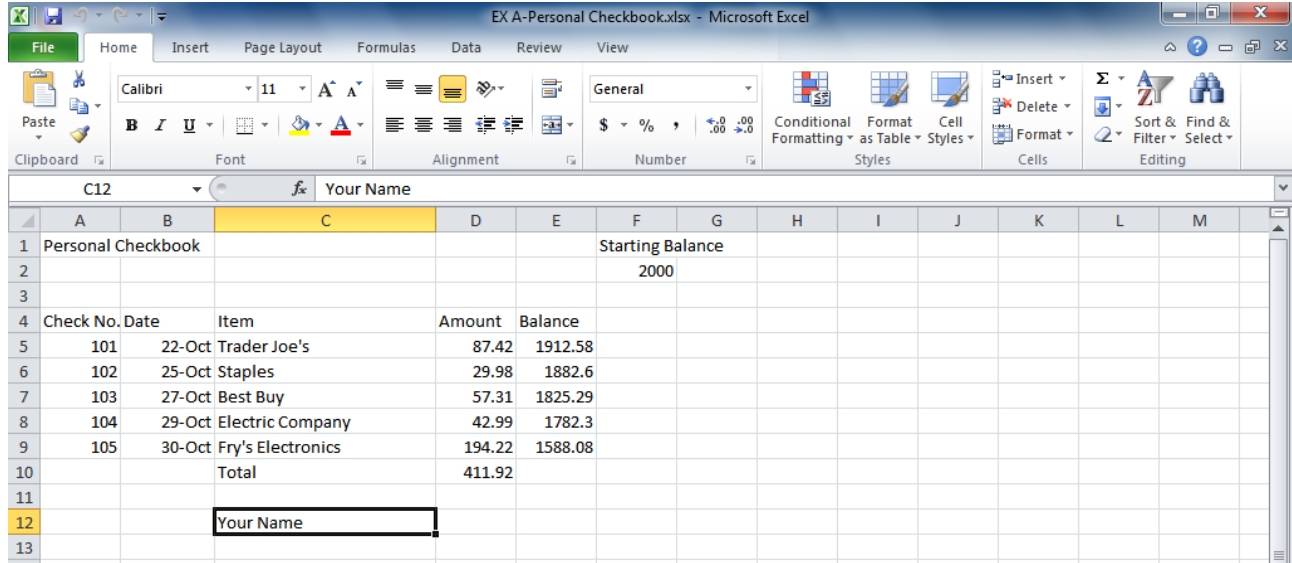
Filename: EX A-Personal Checkbook ACE.xlsx
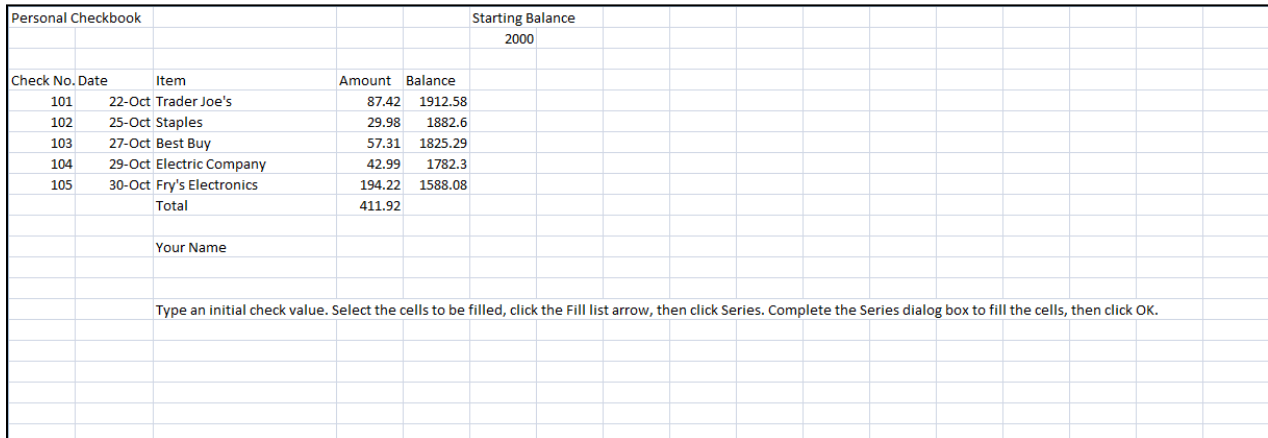
Visual Workshop

You should receive the file EX A-Inventory Items.xlsx. This worksheet should be identical to the one shown below. Check the accuracy with which each worksheet is created.